



**Uintah Basin Technical College**  
**College Board of Directors Meeting**  
**Roosevelt Campus**  
**May 3, 2023**

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**BOARD of TRUSTEES PRESENT**

Tim Negus, Chair  
Dave Ryan  
Robin McClellan  
Aaron Brown  
Mindy Karren (virtual)  
Greg Gardiner (virtual)

**STAFF PRESENT**

Aaron Weight, College President  
Mark Dockins, Vice President of Instructional Services  
Kyla Allred, Chief of Staff  
Pamela Cochran, Executive Assistant to the President's Office  
Enrique Borboa, IT Specialist  
Keith Sprouse, Vice President of Administrative Services  
Jason Johnson, Vice President of Administrative Services  
Hilary Price, Human Resource Manager  
Stephanie Carter, Vice President of Public Affairs & Student Advancement  
Michiel Bostick, Vice President of Student Affairs  
Heather Lowry, Chief Development Officer  
Diane Macdonald, Director of Curriculum and Instruction Quality  
Angela Hanberg, Director of Curriculum and Instruction Quality

**ABSENT**

Mark Thacker  
Danelle Brinkerhoff  
Charles Card  
Annette Meier

**PUBLIC**

Dave R. Woolstenhulme, USHE Commissioner  
Rich Christiansen, USHE Senior Advisor for Technical Education

***I. INTRODUCTION***

**Welcome/Pledge of Allegiance**

Chair Negus welcomed attendees and called the meeting to order at 2:02 PM. Chair Negus led the Pledge of Allegiance.

**Student of the Month**

Vice President Bostick recognized UBTech's March Student of the Month, Damien Harding, in the IT Support program.

**Events Calendar**

Reviewed with no discussion.

***II. PROGRAMMATIC EDUCATION***

**SkillsUSA**

Directors Macdonald and Hanberg presented on student involvement and medalists at the State SkillsUSA competition held in March.

***III. ACTION ITEMS***

**Consent Calendar**

Chair Negus reviewed items listed under the Consent Calendar, which included:

1. Minutes of March 2, 2023, Board Executive Committee Meeting
2. Minutes of March 15, 2023, Board of Trustees Meeting
3. Financial Report as of March 31, 2023
4. Membership Hour Report as of March 31, 2023
5. Marketing Report/Media Publications
6. Personnel Report
7. Custom Fit Report

After the presentation, a motion was made by Trustee Brown to approve the Consent Calendar. Trustee McClellan seconded the motion. Motion carried unanimously.

#### **Ballard City Right of Way**

President Weight presented a graphic indicating the current UBTech property line running down the center of 1500 East as well as information on Ballard City's request to adjust the property line.

Following a brief discussion, Trustee Ryan moved to approve Ballard City's request. Trustee McClellan seconded the motion. Motion carried unanimously.

#### **Policy Update and Adoptions**

Human Resource Manager Price presented the changes made to policies (a) 103 – Employee Classification, (b) 109 – Grievance, (c) 202 – Discipline and Dismissal of Personnel, (d) 206 – Personnel Files, and (e) 303 – Employee Benefits. She then requested a motion to approve the changes.

Following a brief discussion, Trustee Ryan moved to approve the policy updates. Trustee Brown seconded the motion. Motion carried unanimously.

#### **Retiring Policies**

Human Resource Manager Price suggested policies (a) 304 – Health Insurance Exclusion, (b) 307 – Life Insurance, (c) 309 – Long-Term Disability, and (d) 311 – Short-Term Disability be retired as they will be included in Policy 303 – Employee Benefits moving forward.

After brief discussion, Trustee McClellan moved to approve the retirement of these policies. Trustee Ryan seconded the motion. Motion carried unanimously.

#### **FY24 Preliminary Budget Approval**

Vice President Sprouse reviewed economic data and revenues that factor into creating the annual budget.

Following the presentation and a brief discussion, a motion was made by Trustee Karren to approve the FY24 preliminary budget. Trustee Ryan seconded the motion. Motion carried unanimously.

### ***IV. INFORMATION/DISCUSSION ITEMS***

#### **UBTech Access Committee Update**

Vice President Bostick shared information on the College Access Initiative. The initiative's purpose is to increase college enrollment of high school students following graduation by identifying and removing barriers. She has been communicating with the superintendents of both school districts to include their perspectives and encourage participation. The initiative's focus is on higher education enrollment and is not specific to UBTech.

#### **Policy Committee Report**

Nothing more to report following the Policy Approval.

#### **Fiscal Committee Report**

Chair McClellan stated the committee met on April 20<sup>th</sup> to review the FY24 preliminary budget and mock OSHA audit.

#### **UBTech Way Committee Report**

Vice President Carter, on behalf of Chair Meier, offered a review of past and upcoming events. The committee met on April 20<sup>th</sup>. The UBTech Way Principle published in The Hub is now assigned only to committee members.

#### **Instructional and Student Affairs Committee Report**

Vice President Dockins shared the committee met on April 20<sup>th</sup>. UBTech is awaiting reaffirmation results which are expected in June. The tuition and fees change process is to be outlined in the student catalog. The Student Affairs remodel, promoting the removal of student barriers, is to be complete by July 1.

#### **USHE Board Member Report**

Board Member Christiansen stated that with the reduction in the number of members on the Utah State Board, many responsibilities and opportunities will be placed on local board members. He expressed his views on the high value of technical education.

**President's Report**

President Weight reviewed the preliminary results of the employee PACE survey. 86% of employees participated in the survey. The results indicate a highly positive perception of the culture of UBTech.

In reviewing progress of our Strategic Goals, President Weight shared the attainment of nine new industry partners in FY23.

A welding articulation agreement was signed April 24<sup>th</sup> allowing for 20 credits to transfer to AAS degree requirements at USU Eastern. Commissioner Woolstenhulme spoke to the need for progressive action in articulation and credit transfer among higher education institutions throughout the USHE system. He stated Pathways are not being utilized due to duplication and confusion of the process.

***V. CLOSED SESSION***

The Board did not elect to go into closed session.

***VI. ADJOURN***

Chair Negus asked for a final motion. Trustee Brown made a motion to adjourn. The motion was seconded by Trustee Karren. Motion carried unanimously.

Meeting adjourned at 4:51 PM.